


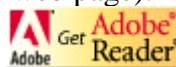


# Washington State Transportation Framework Partnerships Across The State

## Steering Committee Documents Catalog 2002

While using the PDF catalog, it's helpful to click the left side "Bookmarks" tab to view the catalog page links (these work just like web page navigation). Use the  binocular icon to search for specific words or phrases in any of the documents included with the catalog. There are "back" arrow icons you can use within the documents by activating the View/Toolbars/Navigation toolbar from the main PDF menu (using the Back button on the top menu will take you back to the browser web page).

For best viewing, download the latest version of Acrobat here:



### Table Of Contents

[WA-Trans SC 11-18-02](#)  
[Action Items SC 11-18-02](#)

[WA-Trans SC 08-26-02](#)  
[Action Items SC 08-26-02](#)

[WA-Trans SC 09-30-02](#)  
[Action Items SC 09-30-02](#)

[WA-Trans SC 07-16-02](#)  
[Action Items SC 07-16-02](#)

Please visit the WA-Trans [Documents](#) page for other WA-Trans documents.

***WA-Trans Steering Committee Meeting Notes***  
***November 18, 2002***

***Attendees:***

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Operations	WSDOT
Holly Glaser	WSDOT NW Region Maintenance and Operations	WSDOT (alternate)
David Cullom	Washington Utilities and Transportation Commission	Utilities, Rail, WUTC
Eric Jessup	Project Manager of the Strategic Freight Transportation Analysis Project	Freight
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Linda Gurell	Pierce County GI S	West side local government (alternate)
Chuck Buzzard	Pierce County GI S	West side local government
Dan Dickson	CRAB	CRAB
Wendy Hawley	US Census Bureau	US Census Bureau
I an Von Essen	Spokane County GI S Manager	E-911
Dave Rideout	Spokane County Engineers GI S Manager	East side local government
Roland Behee	Community Transit of Spokane County	Transit
Lisa Stuebing	Mason County GI S Manager	West side local government
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager), Facilitator

**Not Attending:**

Member	Association	Representing
Jerry Harless	Puget Sound Regional Council	MPO's
Dale Guenther	Regional Ecosystem Office (REO)	I R I C C
Joe Bowles	Walla Walla County Surveyor	East side local government
Not filled	Department of Natural Resources	

***Agenda:***

- 1. Introductions and check-in***
2. Review Action I tems
3. Tami's Report - Status,
4. Discuss Administrative Assistance for Project
5. Pierce County Web Application Demo
6. Steering Committee Test Site and take breaks
7. Review Pilot Work Flow and Pilot Work Plan
8. Discuss Phase 1 Work Plan

## *WA-Trans Steering Committee Meeting Notes*

*November 18, 2002*

9. Lunch & Tour of Command Center
10. Review Risk Assessment Draft
11. Action Items Review
12. Meeting Review and Evaluation

### *The Action Items were reviewed:*

- Tami has costs now for the Administrative Assistant
- Linda and Chuck determined minimum accuracy ranges for each business need as a first cut
- Linda and Chuck finished functionalities for each business need

**Action Item** – Steering Committee members need to review minimum accuracy ranges for agreement and functionalities for each business need

- Still need to make sure OGC requirements are covered in the business needs document

**Action Item** – Nancy Tubbs will check with Dennis or Ed Arabus to see if they could assist with this

- All components of the Web application are nearly ready and will only be available to Steering Committee members initially
- Still need contact information from the Association of WA Cities

**Action Item** – Dan Dickson and Tami will check for contacts

- Still need DNR business needs input. Carrie made initial contact with Tim Young from WA Dept. of Fish & Wildlife

**Action Item** – Carrie will provide Tami with Tim's contact information

### Tami's Status:

- New partners include Ferry Stevens, Lincoln and Pend Oreille Counties. Added Makah, Jamestown S'Klallam, and Samish Tribe. The Tulalip has expressed interest. Cowlitz may want to participate later. Also added the King County Metro T-Net project. This last addition is positive if they are successful, but there is skepticism as to whether they will succeed. However all agree that having one data source in King County is positive and that if the City of Seattle is as supportive as they told Tami they were that was a good thing.
- Announced upcoming opportunities to share: Presentation to combined MPO/RTPO/WSDOT Coordinating Committee on December 17. Also meeting with the WA Dept. of Military on December 18. Meeting with Port of Seattle on December 10. That conflicts with the Partner meeting. We may make that meeting shorter so Tami can spend more time at the other meeting.
- Nancy explained the goal of the combined Federal Meeting with the IRI CC in Vancouver on December 11. There are many Federal Agencies that are working on combined

## *WA-Trans Steering Committee Meeting Notes*

*November 18, 2002*

datasets, which could constitute a framework type layer. These are used once and thrown away. Dale would like to see there be some effort made to coordinate these activities with WA and OR. That is the goal of the meeting.

- Tami handed out new brochures and bookmarks for the project and copies of some new sections of the website which is being redeveloped. These new sections included FAQs, Acronyms, Links and the "Extra Mile" award for going the distance in assisting the project. Feedback was generally positive.

**Action Item** – Tami has asked committee members to provide links to local sites, additional FAQs and Acronyms that might be needed. She wants to get the site out after Thanksgiving!!

**Action Item** – Tami is to e-mail Holly brochures, bookmarks and posters for her GIS Day display. Carrie has also asked for copies of brochures.

Tami will be providing a presentation on the project at the upcoming MPO/RTPO/WSDOT meeting. She will also be attending a meeting with the Dept. of Military on Dec. 18<sup>th</sup> and hopes to attend at least part of a meeting with the Port of Seattle on Dec. 10<sup>th</sup> (same day as the WA-Trans Partner meeting). Dan Dickson suggested that we consider reaching out to the State Legislature for their business needs.

There is a Transportation Projects Summit meeting scheduled by IRI CC on Dec. 11<sup>th</sup>. This meeting is an effort to coordinate multiple projects that are occurring throughout OR and WA at the state and federal level. Opportunities to meet immediate transportation data needs will be explored in relation to the longer-term framework efforts.

Dave Rideout asked how the Ref. 51 failure would impact Tami's position and the project. Tami indicated that there are no changes as of yet. She is working to gain executive level attention to the project. Providing partner contribution information (time investments) will be important to the case.

**Action Item** – Steering Committee members need to track monthly time/travel investments on the new web application.

Tami told the committee that she has identified what she needs for the project. She needs an administrative assistant that has some skills in writing, note taking, setting up meetings, web site maintenance, looking for grant opportunities and drafting grant proposals. To get a half time administrative assistant at the level of a Secretary Admin or Office Assistant Senior costs between \$11,748 - \$17,903 annually. If she doesn't have help she has to slow down on other activities and the project takes longer, since she is the bottleneck. Tami feels that if someone wanted to learn project management that an

***WA-Trans Steering Committee Meeting Notes***

***November 18, 2002***

internship could be worked out. There were several suggestions. It was agreed that some contacts for internships would be investigated.

**Action Item** – – Holly, Tareq and Dave C. will give Tami the following contacts: Nick Chrisman (U of W), Community College Contacts, Chris Wayne (ESRI) (U of W certificate program), U of W Engineering Interns, Dale Evans School of Public Policy.

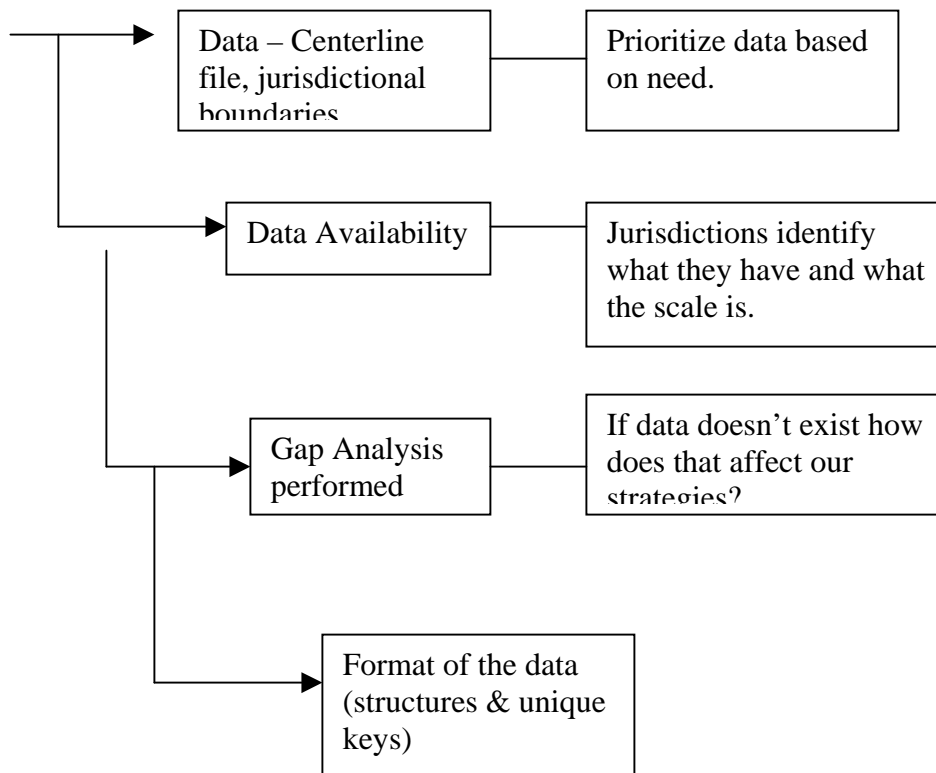
**Action Item** – Tami will prepare a job description (CQ) for the position

## *WA-Trans Steering Committee Meeting Notes*

*November 18, 2002*

*Web Application Demo created by Pierce County:*

Linda provided an overview to the group about the purpose of the web application. The application will help the Steering Committee to determine cross-sector business needs, priorities, data required, and data available. This initial analysis, aided by the web application, will then help the group move forward with a gap analysis, database design, and pilot projects.



Chuck provided a demonstration of the web application components. It includes several components including; Help pages, business need priority input pages, available data input pages, time/travel input pages, and standard reports. The application edits a live Access database.

**Action Item** – Chuck will fix a few bugs, add a Word report for Tami to stay current with the business needs document, add Chuck and Tami's contact information to the Help page, and add a "survey grade" radial button and larger scale choice.

**Action Item** – Once the application is finalized, Tami will input the Steering Committee Member partner information and send out the URL to Steering Committee members (target first week of December)

**Action Item** – Steering Committee members populate the web database with their priority ratings on all the business needs and input available data information before Jan 6<sup>th</sup>

## *WA-Trans Steering Committee Meeting Notes*

*November 18, 2002*

meeting. If a business need or partner information is to be added or modified, Tami will be the point of contact.

**Action Item** – It was agreed that the Federal partners would enter time data and then the data would be disregarded for summaries.

**Action Item** – Dan will send Tami Gavin Schrodes contact information.

Application or system errors should be reported to Chuck and data related errors should be reported to Tami. Some questions involve backups, which will be done weekly. Tami will be checking monthly for time updates and call members if they are not up-to-date.

The steering committee members did not test the application at the meeting due to a few bugs that were occurring.

Concern was expressed that we only had around 70% of business needs. This is a guess estimate but we are missing economic input. It was recommended that Tami speak with Karen Schmidt regarding FMSIB (Freight Mobility Strategic Investment Board), which may have some needs not identified.

**Action Item** – Eric will see about inviting Tami to a FMSIB meeting.

### **Review of Pilot Work Flow and Plan:**

Tami reviewed the graphic of the pilot workflow and objectives of the pilot. Dan Dickson suggested that we consider starting to plan for the pilot(s) now and start the outreach for involvement. Wendy indicated that she is currently collecting information from the counties on their available and planned data.

**Action Item** – Wendy will provide Tami with the information she has collected from the counties and it will be provided at the Jan 6<sup>th</sup> meeting.

### **Phase 1 Work Plan:**

Tami added in Implementation Plan (I-Plan) tasks. She also indicated that the data model and maintenance plan items are slipping.

### **Review of Risk Assessment Draft:**

The group reviewed some of the High Risk exposure items and suggestions were made for some additional mitigation strategies. The suggestion was also made to review the possible problems/solutions chart from the previous project effort. Some of the suggestions included looking at non-disclosure laws (RCW 42.17). It was also suggested that state agencies seek legal agreement from the Attorney General's Office via their various Assistant Attorney's General regarding public disclosure laws as it related to data sharing

## *WA-Trans Steering Committee Meeting Notes*

*November 18, 2002*

and the framework. Might be useful to look at this through FMG. It was also suggested that a strategy for funding is to get commitment from state agencies to use the data long term. It was indicated that state agencies frequently wouldn't use local data, even though local data is better. If a pilot project was structure to facilitate vertical integration within a larger region that could meet a specific set of business needs from various state agencies it may generate better funding opportunities. I identify concerns across borders, such as freight mobility, natural or man made disasters that cross boundary lines. There were several other strategies that could be added for mitigation. It was suggested that this group go over this document at every meeting because of the valuable discussion it generates.

**Action Item** – Tami will update the Risk Assessment document based on discussion at the meeting. She will also review the previous problems/solutions information to incorporate any additional information.

**Action Item** – Tami will check with George Spencer to determine who and how we should pursue legal opinion from the Attorney General's Office on data sharing.

**Action Item** – Carrie will send Tami information on Lessons Learned from other Framework Project efforts.

**Action Item** – Steering Committee members will review the Risk Assessment Draft and provide feedback to Tami prior to the next meeting.

### *Agenda Items for Next Meeting:*

1. Who are we missing for business needs?
2. Review information gathered from web application
3. Continue working on risk assessment
4. Discuss pilot concepts, area, and involvement including a survey with CRAB to determine data available, looking at Wendy's list to get data information, find out which state agencies would use data from a pilot. Look at potential use by legislature. Pilot should include how it is tests of data agreements, disclaimer and maintenance. Look at geographical areas of whom we might want involved.



## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Review minimum accuracy ranges for agreement and functionalities for each business need	SC Members	Prior to Jan. 6 meeting!!	Assigned waiting for Web Application
Provide Tami with contact information for Tim Young so we can see if he can be a natural resource representative on Steering Committee	Carrie Wolfe	ASAP	Assigned
Review web site pages handed out or actual site when available and provide links to local sites, additional FAQs and Acronyms that might be needed.	SC Members	ASAP	Assigned
E-mail Holly and Carrie brochures, bookmarks and posters for her GIS Day display	Tami	Prior to GIS Day	Complete
Track monthly time/travel investments on the new web application.	SC Members including Feds	On a monthly basis prior to month end.	Assigned to do As soon as available
Give Tami the following contacts: Nick Chrisman (U of W), Community College Contacts, Chris Wayne (ESRI) (U of W certificate program), U of W Engineering Interns, Dale Evans School of Public Policy.	Holly, Tareq and Dave C	ASAP	Assigned
Prepare a job description (CQ) for the position of project administrative assistant.	Tami	ASAP	Assigned
Add radio button to Web Application for survey grade data, add report generator to generate Word document of business needs, fix various bugs identified in application and send Tami URL.	Chuck	ASAP - first week of December if possible	Assigned
Send Chuck partner contact information in spreadsheet to populate database	Tami	ASAP	Completed
Send URL for application to steering committee members.	Tami	ASAP	Assigned to be done when

Note: *Italicized items are prior to November 18 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
			URL is received.
Populate the web database with their priority ratings on all the business needs and input available data information.	SC Members	Prior to Jan. 6 meeting	Assigned waiting on release of web site.
Investigate inviting Tami to FMSI B meeting.	Eric	ASAP	Assigned
Provide Tami with the information she has collected from the counties	Wendy	Prior to Jan. 6 meeting	In progress, however there may be legal issues.
Update the Risk Assessment document based on discussion at the meeting and review the problems/solutions information from earlier charter to incorporate any additional information.	Tami	ASAP	In progress.
Check with George Spencer to determine who and how we should pursue legal opinion from the Attorney General's Office on data sharing.	Tami	ASAP	Assigned
Provide information on Lessons Learned from other Framework Project efforts.	Carrie Wolfe	ASAP	Assigned
Review the Risk Assessment Draft and provide feedback to Tami prior to the next meeting.	SC Members	Prior to Jan. 6 meeting	Assigned.
<i>Provide Tami with contact with a Fire District (CCC Dispatch)</i>	<i>SC Members</i>	<i>ASAP</i>	<i>I an - is going to provide business needs from them.</i>
<i>Determine how public-private partnerships work</i>	<i>Tami</i>	<i>ASAP</i>	<i>Assigned</i>
<i>Send Tami any opportunities for internships are in-kind resources or funding for an administrative assistant to help her out.</i>	<i>SC Members</i>	<i>Prior to next meeting</i>	<i>Assigned</i>
<i>Determine minimum accuracy for each business needs using ranges (less than a meter, 1 - 3 meters, 3 - 10 meters, above 10 meters) and send</i>	<i>Linda and Chuck</i>	<i>ASAP</i>	<i>Put in application</i>

Note: *Italicized items are prior to November 18 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
<i>to Tami</i>				
<i>Finish functionalities for each business needs and new ones as added</i>	<i>Chuck and Linda G.</i>	<i>When possible</i>	<i>Complete</i>	
<i>Get OGIC requirements and make sure they are covered in the document.</i>	Nancy <i>(no longer Dale)</i>	Aug. 12	Assigned – Check with Ed Arabus or Dennis Scofield on this.	
<i>Starting with municipalities then health, then military, FHWA, Tribes, and BIA begin setting up meetings with representatives from these groups and will work on it until the group deems the business needs done. Where possible the group can make these contacts.</i>	Tami / SC Members	ASAP	Complete except for Military	
<i>Give Tami contact information from the Association of Washington Cities and other contacts that may be useful. Check with Ashley Probart for a contact</i>	Dan / Tami	ASAP	Assigned	
<i>Look at the old ORBITS work and see if they are incorporated in the document.</i>	Nancy	August 12	Assigned	
<i>Chuck will develop an Internet Applications to support functionality and data extraction and prioritization.</i>	Chuck	ASAP	In Progress	
<i>Best estimate for preparing data and answering questions for your constituency with routing, dispatch, address geocoding, street centerline if you will be a provider of data or you have experience that might apply.</i>	SC Members	ASAP	L.S., I.V., D.R.	

---

### Parking Lot Items

---

Use of conference calls to check on action items in place of a meeting

---

Note: *Italicized items are prior to November 18 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

***WA-Trans Steering Committee Meeting Notes***  
***July 16, 2002***

***Attendees:***

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Operations	WSDOT
Deborah Richards	Washington Utilities and Transportation Commission	Utilities, Rail, WUTC (alternate)
Eric Jessup	Project Manager of the Strategic Freight Transportation Analysis Project	Freight
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Chuck Buzzard	Pierce County GIS	West side local government
Dale Guenther	US Regional Ecosystem Office	Federal Land Management Agencies
Wendy Hawley	US Census Bureau	US Census Bureau
Ian Von Essen	Spokane County GIS Manager	E-911
Dave Rideout	Spokane County Engineers GIS Manager	East side local government
Roland Behee	Community Transit of Spokane County	Transit
Joe Bowles	Walla Walla County Surveyor	East side local government
Lisa Stuebing	Mason County GIS Manager	West side local government
Kerry Brooks	WSU Professor	Visitor
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager), Facilitator

**Not Attending:**

Member	Association	Representing
Jerry Harless	Puget Sound Regional Council	MPO's
Dan Dickson	CRAB	CRAB
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Not filled	Department of Natural Resources	

- Agenda:***
- 1. Introductions and check-in***
  2. Review Action Items
  3. Tami's Report – Status, Help!, New Steering Committee Member?
  4. Concept of Proposal for Requirements Extraction and Prioritization
  5. Prioritization Input Question
  6. Decision – Input and Scoring
  7. Demonstration of Prototype System
  8. Business Needs Update and Functionalities
  9. Identify Maximum Acceptable Scale for each Business Need
  10. Review Work Plan changes

## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

11. Action Items Review

12. Meeting Review and Evaluation

Kerry Brooks attended at Ian's request. He is a professor at WSU and director of the GIS and Simulation Lab. He is trying to work on coordinated transportation and WSU. Joe Bowles was introduced. Joe is a new steering committee member from Walla Walla County representing the east side local governments. Deborah Richards attended by phone and was introduced. She is Dave Cullom's alternate.

### ***Action Item -***

Tami add Deborah to the cc list for the Steering Committee e-mails.

The action items were reviewed. No one had provided fire district information. Ian agreed to do so. Ian meets with the CCC (Combined Consolidated Dispatch) for the Spokane Fire District.

Action Item - Ian will provide Tami with information about a contact with CCC and the next meeting schedule so maybe Tami can attend.

### ***Tami's Status -***

Tami met with Weston Solutions in Seattle and they have volunteered to provide technical assistance with data modeling and programming where needed if they have staff available with the right skill set when WA-Trans is ready. Tami is going to look into public-private partnerships and make sure of the process for working with them.

Action Item - Tami determine how public-private partnerships work.

Tami reported on her efforts to get homeland security money. She sent a proposal off to FEMA and FHWA. FEMA told her to contact her local representative who has not returned the phone calls. FHWA was very positive about the proposal but didn't have any discretionary spending for homeland security. They felt that it was important enough to reprioritize into WSDOT's FHWA money. Tami is going to start working on getting WSDOT executives more aware of the project as a stepping stone to trying to achieve this.

The proposal Tami wrote used estimates of Washington's contributions based on the input provided by steering committee members at the last meeting. Tami wants to gather better data on this. She asked the committee to give her ideas of how they could best report their time on the project. There was some discussion on this. Deborah was

## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

concerned that individual organizations might be singled out by their participation. But Tami plans only to show aggregates based on position levels so approximate pay scales can be used. The membership of the committee is public knowledge but the goal is to show a level of contribution and participation for Washington as a matching effort in a grant proposal. Tami wants time broken at a fairly high level. Things such as travel time and cost together, meeting time, meeting prep time. When we actually do a pilot much closer tracking must be done to produce an implementation work plan. But for Phase I it doesn't need to be tracked so closely. It was agreed that Tareq would develop a spreadsheet for time entry and that Chuck would put it with the rest of the applications he is developing.

Action Item - Tareq will develop time entry spreadsheet (very simple) and Chuck will put it with the rest of the Internet applications he is developing for us.

There was more discussion about getting CRAB involved. Tami reported that Dan Dickson has said he would be involved once he gets through some things. Joe Bowles is going to check with his CRAB contacts to see if there is an alternate or a way to get Dan's time made available.

Tami reported that she met with Colleen Jollie, who is WSDOT's tribal liaison and was given a great deal of information. Tami went to Neah Bay last week and met with Kyle Kitchel of the BIA who is teaching to tribe to GPS accident locations and then they will GPS roads. The Makah tribe is the starting place and then they will move to other locations. David Frey of the TTAP (Tribal Technical Assistance Program) housed at EWU was also there and provided Tami with new information and will assist her going to RTPO meetings where tribes are involved. Also Blanchard Mat of the Makah Tribe has agreed to look at the business needs and provide feedback (after conferring with tribal leaders). He did provide a couple of business needs which will be added to the document.

Action Item - Tami will add the business needs collected at the Neah Bay meeting to the document.

Tami also is going to a Tribal Transportation Meeting the 7<sup>th</sup> and 8<sup>th</sup> at the Skagit. She hopes to give a presentation at that time on WA-Trans. Tami wants to add a tribal member to the steering committee to provide representation for them. I an said look at a geographic model as was done with county and local participation and invite as many of them as we would like to have come. If we can get one we will be happy, but we need to give them the opportunity to participate because they are sovereign nations and don't really represent each other. We don't want to take too long though. Tami will initiate with them and they must identify themselves and commit to participation.

*WA-Trans Steering Committee Meeting Notes*  
*July 16, 2002*

Tami did a demonstration of the process proposed by Pierce County for getting business needs resolved into priorities, prioritized business needs resolved into prioritized data needs and functionality to be supported. Various surveys will be used.



## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Add Deborah Reynolds to cc list for the Steering Committee	Tami	ASAP	Complete
Provide Tami with contact with a Fire District (CCC Dispatch)	SC Members	ASAP	I an
Determine how public-private partnerships work	Tami	ASAP	Assigned
Develop time entry spreadsheets (very simple)	Tareq	ASAP	Complete
Add time sheet to Internet application for surveys	Chuck	When possible	Complete
Send Tami any opportunities for internships are in-kind resources or funding for an administrative assistant to help her out.	SC Members	Prior to next meeting	Assigned
Follow up with CRAB to see if there is a possible alternate to Dan Dickson or a way to reprioritize Dan's time so he can participate	Joe	Prior to next meeting	Complete
Add business needs collected in tribal meetings to business needs document	Tami	ASAP	Complete
Determine minimum accuracy for each business needs using ranges (less than a meter, 1 – 3 meters, 3 – 10 meters, above 10 meters) and send to Tami	SC Members	ASAP	Assigned
Finish functionalities for each business needs and new ones as added	Chuck and Linda G.	When possible	In progress
Update work plan: link I-plan tasks in, add language to pilot section regarding data sharing and evaluation of pilots and recommendations as a result of pilots	Tami	Prior to next meeting	Complete
<i>Get OGIC requirements and make sure they are covered in the document.</i>	Dale	Aug. 12	Assigned
<i>Rank business needs based upon the ranking criteria -</i> <i>1 - No business value</i> <i>2 - Limited business value</i> <i>3 - Nice to have</i> <i>4 - Very important but not critical</i> <i>5 - A must have (show stopper for</i>	SC Members	TBA	Waiting Internet Application

Note: *Italicized items are prior to September 30 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
<i>participation)</i>				
<i>Starting with municipalities then health, then military, FHWA, Tribes, and BIA begin setting up meetings with representatives from these groups and will work on it until the group deems the business needs done. Where possible the group can make these contacts.</i>	Tami / SC Members	ASAP	Complete except for Military	
<i>Give Tami contact information from the Association of Washington Cities and other contacts that may be useful.</i>	Eric	ASAP	Assigned	
<i>Look at the old ORBIT work and see if they are incorporated in the document.</i>	Nancy	August 12	Assigned	
<i>Provide Tami with Business Needs Input</i>	DNR	ASAP	Carrie Wolfe	
<i>Chuck will develop an Internet Applications to support functionality and data extraction and prioritization.</i>	Chuck	ASAP	In Progress	
<i>Develop a first cut of definitions of functionality supported as defined in the 8-26-02 notes.</i>	SC Members	ASAP	Mostly complete, Linda and Chuck will finish	
<i>Provide Tami with Time spent in the last month working on WA-Trans as a steering committee member including travel time and costs.</i>	SC Members (non-Fed. Govt.)	ASAP	Complete via I-net application when ready	
<i>Best estimate for preparing data and answering questions for your constituency with routing, dispatch, address geocoding, street centerline if you will be a provider of data or you have experience that might apply.</i>	SC Members	ASAP	L.S., I.V., D.R.	

---

### Parking Lot Items

---

Use of conference calls to check on action items in place of a meeting

---

Note: *Italicized items are prior to September 30 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

---

---

***WA-Trans Steering Committee Meeting Notes***  
***August 26, 2002***

***Attendees:***

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Operations	WSDOT
Holly Glaser	WSDOT NW Region Maintenance and Operations	WSDOT (alternate)
Eric Jessup	Project Manager of the Strategic Freight Transportation Analysis Project	Freight
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Chuck Buzzard	Pierce County GI S	West side local government
Linda Gurell	Pierce County GI S (alternate)	West side local government (alternate)
Wendy Hawley	US Census Bureau	US Census Bureau
I an Von Essen	Spokane County GI S Manager	E-911
Dave Rideout	Spokane County Engineers GI S Manager	East side local government
Roland Behee	Community Transit of Spokane County	Transit
Jerry Harless	Puget Sound Regional Council	MPO's
Lisa Stuebing	Mason County GI S Manager	West side local government
Carrie Wolfe	Washington Framework Coordinator	In her role as coordinator
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager), Facilitator
Elaine Minnaert	WSDOT	Recorder

**Not Attending:**

Member	Association	Representing
Dave Cullom	Washington Utilities and Transportation Commission	Utilities, Rail, WUTC
Dan Dickson	CRAB	CRAB
Dale Guenther	US Regional Ecosystem Office	Federal Land Management Agencies
Not filled		East side local government
Not filled	Department of Natural Resources	

- Agenda:***
- 1. Introductions***
  2. Review Action Items and Status
  3. Review Work Plan
  4. Determine Meetings Times in Phase I
  5. Select Locations for Meetings

## *WA-Trans Steering Committee Meeting Notes*

*August 26, 2002*

6. Report on Business Needs Efforts
7. Determine Business Needs Collection Next Steps
8. Develop Prioritization Process
9. Prioritize Business Needs Already Collected
10. Action Items Review
11. Wrap Up

Members were introduced who had not previously attended. Carrie Wolfe was also introduced and her role as the coordinator of all framework projects for Washington.

### *An action items review was done.*

A list was made of the various places to have meetings. The following suggestions were listed:

- Central Washington University (video conferencing available)
- Puget Sound Regional Council (downtown Seattle)
- WSDOT Northwest Region (video conferencing available)
- US Census - (Key Tower downtown Seattle)
- Pullman or Richland WSU Facilities
- WSU Campus Spokane

Contacts were also discussed. Tami wasn't sure she had gotten a BIA contact and she was missing a military contact. Nancy sent the BIA contact previously (Mike Darling). Jerry Harless suggested Colleen Jolly the WSDOT Tribal Liaison. Ian had mentioned a Tribal Council. Eric is trying to get a contact at Association for Washington Cities for Tami.

Dale still needs to send the OGIC requirements. Nancy may have those as well. Nancy and Dale will also try to get the ORBITS work and see if they are included in the business needs document. It was determined that most of the critical business needs had been collected. Eric's still had to be incorporated. Nancy didn't feel the USGS had any additional needs to add. Tami integrated some of the elements from the IRI CC data model in the data section that didn't appear elsewhere. Linda referred to those items as CRIS items. That may mean they are covered under CRAB needs. However CRAB hasn't been included because of Dan Dickson's illness. The county representatives strongly expressed a need to have a CRAB representative on the Steering Committee. Also missing from the Business needs was DNR input. Carrie indicated that their road data steward position has to be filled and that would be the correct member. She is trying to find someone to participate at some level until that happens.

*WA-Trans Steering Committee Meeting Notes  
August 26, 2002*

**Action Item –**

Tami contact Dan Dickson and request that he assign and alternate until he is well enough to step back in.

*Action Item* – Tami update the Action Item document from this meeting and send it out.

The work plan was evaluated. Linda felt the section on developing data agreements was premature. If a pilot hasn't been done than you don't know what the agreements involve, particularly which data, how often, etc. She felt that section could be replaced with a section about "framing components of a data sharing agreement". She identified things such as accuracy, consistency, standards, policy on secondary destinations. It was suggested that looking at existing data sharing agreements when the time comes is a good idea. Linda will assist Tami with identifying those tasks.

*Action Item* – Tami will move the section on developing data agreements to in the pilot and actual implementation section and rework the other section using Linda to provide feedback.

*The meeting schedule was discussed*

and the group agreed to meet every six weeks as opposed to identifying meeting times based on the work plan. Meeting dates for most the next year were set up. Locations were established for the first three meetings. They are as follows:

<u>Meeting Date</u>	<u>Location</u>	<u>Responsible for Setting Up</u>
• September 30, 2002	Spokane	Eric with assistance from Ian and Dave
• November 18, 2002	Seattle WSDOT	Tareq will set up
• January 6, 2002	Olympia	Tami will set up
• February 17		
• March 31		
• May 12		
• June 23		

All meetings will be held from 9 a.m. – 2 p.m.

*Action Item* – Responsible parties will schedule meeting facilities and find a recorder to assist with the meeting.

*Action Item* – Tami will facilitate car-pooling to the Spokane meeting.

Ian made a comment about I-Teams and how critical they will be to getting Federal funding in the future. He shared that Washington's efforts at I-Teams is very rudimentary because our WAGIC is totally volunteer. However the work we are doing can be incorporated into an I-Plan and we will need to start thinking about that. He and Tami will be discussing it offline over lunch.

*WA-Trans Steering Committee Meeting Notes*  
*August 26, 2002*

Tami shared what she has done since the last meeting. She met with Pierce County and got a lot of very useful ideas from Linda and Chuck, which she is working on. She also met with Donna Wendt from the city of Tacoma. Donna mentioned how important resolving having the "snap" the roads on TIGER is. That is a big carrot for Tacoma. Linda gave Tami contact information for Eric Haldeman of King County Emergency Management and she met with him. They have done a Project Lifeline that consists of critical infrastructure in an emergency and roads between them. This project would really benefit from WA-Trans. Tami also met with the City of Seattle Public Utilities and Department of Transportation people. They are developing a new data model and standard and are interested in our effort. Tami also attended the URI SA Street Smarts and Address Savvy where she met someone from the Hopi Nation who mentioned that the BIA is doing a roads inventory on tribal lands right now. Linda suggested contacting the Fire Districts. If anyone has contact information about Fire Districts that would help.

*Action Items* – If anyone has a contact with a Fire District that would be appropriate please provide that to Tami. Tami will contact Eric Haldeman to see if he can provide a contact.

There was a lot of discussion of prioritization. There was some miscommunication about this. Linda felt it was too early to do prioritization. What was decided was that individual organizations priorities for business needs should be gathered and used but priorities on data and functionality would be determined once we have extracted those needs.

Linda suggested a process for determining functionality that WA-Trans must support and data that would be included. She suggested that once that had been done the prioritization process would be clearer and easier. Her suggestion involved the use of different spreadsheets for processing this information. Here is an outline of the process Linda recommended:

***Matrices will be developed.***

They will include the following information:

1. Business need defined by functionality needed to support that function in a GIS. Functionalities were defined as follows: View (V), Query (Q), Locate (L), Identify/Report (I), Geocode (G), Route (R), Map Production (MP), Dispatch (D), Modeling (M), 3-D (3), Spatial Analysis (S), Allocation (A). A first cut of this spreadsheet was developed during the meeting. A definition of these functions needs to be written out.

2. Business needs and the data needed to support those needs.

*WA-Trans Steering Committee Meeting Notes  
August 26, 2002*

3. Data defined by source, accuracy, completeness, currency and possibly others as determined.

4. Partners priority for business needs based upon the 1 to 5 rating determined at the July 16 steering committee meeting.

These spreadsheets can be used to determine a variety of information but will be hard to develop and maintain. Linda volunteered Chuck Buzzard to develop an application on the Internet which will allow individual steering committee members to add their own information which can then be downloaded into a spreadsheet for Tami to use. There will be no security on these applications but only steering committee members will get the URL for the applications.

*Action Item* – Tami will send the spreadsheets to Linda and Chuck.

*Action Item* – Chuck will develop an Internet application to support the process.

*Action Item* – First cut of definitions for item 1 above (Members send in, Tami sends out for feedback)

Tami made one more request of the members. She is working on a proposal for homeland security money. In order to have any possibility of getting funding prior to the end of this Federal fiscal year she needs to get it in next week. She is assuming that an RFP will be written and consulting company would develop the first release of WA-Trans to get it done on time. However, we need to determine our in-kind contribution. Tami asked each steering committee member to send her the following:

1. Time spent in the last month working on WA-Trans as a steering committee member.
2. Any travel costs and travel time
3. Time spent as a partner over the last quarter.
4. Best estimate for preparing data and answering questions for your constituency with routing, dispatch, address geocoding, street centerline.

Action Items – Steering Committee members provide Tami with the needed information.

*A review of the meeting was done.*

The positive items are listed in the + column and the items that should be changed are listed in the Δ column.

+	Δ
Valuable discussion	Concern that meeting time should be later (overruled)
Meeting moved well	



*WA-Trans Steering Committee Meeting Notes*  
*August 26, 2002*

Good time was kept	
The detailed agenda with time provided was helpful	
Good organization	

The parking lot included one item that hadn't been discussed. That was the use of telephone calls for action items.

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Contact Cathy Udenberg of Walla Walla County regarding participating in the steering committee.	Tami	ASAP	Complete
Provide Tami with suggestions to fill last two positions.	SC Members	ASAP	Filled
Get OGI C requirements and make sure they are covered in the document.	Dale	Aug. 12	Assigned
Rank business needs based upon the ranking criteria – 1 – No business value 2 – Limited business value 3 – Nice to have 4 – Very important but not critical 5 – A must have (show stopper for participation)	SC Members	TBA	Waiting Internet Application
Starting with municipalities then health, then military, FHWA, Tribes, and BIA begin setting up meetings with representatives from these groups and will work on it until the group deems the business needs done. Where possible the group can make these contacts.	Tami / SC Members	ASAP	Spoke with City of Tacoma, City of Seattle, BIA, Macaw, attending tribal transportation meeting
Give Tami contact information from the Association of Washington Cities and other contacts that may be useful.	Eric	ASAP	Assigned
Contact the Forest Service, BLM and Parks Service.	Dale	ASAP	Complete
Look at the old ORBIT S work and see if they are incorporated in the document.	Nancy	August 12	Assigned
<i>Contact Dan Dickson to get alternate until Dan is able to attend meeting regularly.</i>	Tami	Sept 15	Completed
<i>Update Action Items document</i>	Tami	Sept 4	Completed
<i>Move the section on developing data agreements to in the pilot and actual implementation section and rework the other section.</i>	Tami	Sept. 15	Completed

Note: *Italicized items are new from August 26 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
<i>Provide Tami with contact with a Fire District</i>	SC Members	ASAP	I an
<i>Provide Tami with Business Needs Input</i>	DNR	ASAP	?
<i>Send spreadsheets of Business Needs, Partner Priorities and Business Needs and Functionality to Linda and Chuck</i>	Tami	ASAP	Completed
<i>Chuck will develop an Internet Applications to support functionality and data extraction and prioritization.</i>	Chuck	ASAP	In Progress
<i>Develop a first cut of definitions of functionality supported as defined in the 8-26-02 notes.</i>	SC Members	ASAP	Assigned
<i>Provide Tami with Time spent in the last month working on WA-Trans as a steering committee member including travel time and costs.</i>	SC Members (non-Fed. Govt.)	ASAP	To be discussed
<i>Provide Tami with time spent as a partner over the last quarter including travel time and costs.</i>	SC Members	ASAP	To be discussed
<i>Best estimate for preparing data and answering questions for your constituency with routing, dispatch, address geocoding, street centerline if you will be a provider of data or you have experience that might apply.</i>	SC Members	ASAP	L.S., I.V., D.R.
<i>Set up meeting at WSU in Spokane (make sure there is phone or video conferencing available) for September 30.</i>	Eric	ASAP	Completed
<i>Set up meeting at WSDOT NW Region in Shoreline for November 18.</i>	Tareq	ASAP	Completed
<i>Set up meeting in Olympia for January 6, 2002.</i>	Tami	ASAP	Complete
<i>Change WA-Trans Charter to reflect update of Success Factors</i>	Tami	Sept. 6	Completed
<i>Update Business Needs and reword some items</i>	Tami w/Linda	ASAP	Complete

Note: *Italicized items are new from August 26 Meeting*

Date: 8/26/2005

## Action Items and Parking Lot

---

### *Parking Lot Items*

---

Use of conference calls to check on action items in place of a meeting

---

Note: *Italicized items are new from August 26 Meeting*

Date: 8/26/2005

***WA-Trans Steering Committee Meeting Notes***  
***July 16, 2002***

***Attendees:***

Member	Association	Representing
Tareq Al-Zeer	WSDOT NW Region Maintenance and Operations	WSDOT
Eric Jessup	Project Manager of the Strategic Freight Transportation Analysis Project	Freight
Nancy Tubbs	US Geological Survey Oregon Liaison	USGS
Dale Guenther	US Regional Ecosystem Office	Federal Land Management Agencies
Wendy Hawley	US Census Bureau	US Census Bureau
I an Von Essen	Spokane County GI S Manager	E-911
Dave Rideout	Spokane County Engineers GI S Manager	East side local government
Roland Behee	Community Transit of Spokane County	Transit
Tami Griffin	WSDOT Geographic Services	WS-Trans (Project Manager)

**Not Attending:**

Member	Association	Representing
Dave Cullom	Washington Utilities and Transportation Commission	Utilities, Rail, WUTC
Dan Dickson	CRAB	CRAB
Jerry Harless (Andy Norton, alternate)	Puget Sound Regional Council	MPO's
Lisa Stuebing	Mason County GI S Manager	West side local government
Not filled		East side local government
Not filled		West side local government
Not filled	Department of Natural Resources	

Facilitator: Tami Griffin

Recorder: Elaine Minnaert

***Agenda:***     ***1. Introductions***

2. Steering Committee Role in Project
3. "Rules of Engagement"
4. Business Needs Collected Prior to 11/01
5. WSDOT Business Needs Identified
6. Gap Analysis on Business Needs
7. Review Work Plan
8. Wrap Up

## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

The meeting began with introductions and a discussion of the role of the facilitator and recorder during the meeting. Then the discussion centered on the view of the attendees of the role of the steering committee on the project and their role as steering committee members. Various responsibilities were brought up. These include:

1. *Sharing resources and data sharing.* Wendy Hawley indicated that Census can share in-kind services and equipment. Wendy can propose it and it may help a lot. It is against USCB policy to give money so funding is not available from this source. Because of the 2008 Tiger update for the 2010 Census there is a tremendous need for accurate data and WA-Trans could be a source. Others indicated the same ability to share in-kind resources.
2. *Funding, data integration coordination (interagency)* – Dale Guenther brought this up and indicated that he represents many groups and feels strongly that a major deliverable has to be development of a primary data model (not perfect, but good enough) and a determination of what is shared and what is critical. Based on integration of data WA-Trans should produce a “live” data set. This was summarized as a base map that is maintainable and sharable).
3. *Resource Definition* – The steering committee will help define what resources are needed and what are available.
4. *Input into the process* – having direct input into the process of developing WA-Trans
5. *Sharing unique expertise and resources with unique expertise* – it was recognized that each participant had unique experience to share.
6. *Representing Constituents* - It was also recognized that each represented some group or “constituency” and it was important to identify who that group was and publish it so that constituency would recognize that representative and be able to communicate with them. An action item was identified as a result of this.
7. *Development of a data model* - Dale Guenther brought this up and indicated that he feels strongly that a major deliverable has to be development of a primary data model (not perfect, but good enough) and a determination of what is shared and what is critical. Based on integration of data WA-Trans should produce a “live” data set. This was summarized as a base map that is maintainable and sharable).
8. Charter definition of steering committee roles include:
  - a. *Assists with development and evaluation of business requirements and needs,*
  - b. *prioritizes them,*
  - c. *develops functional requirements for a particular set of deliverables,*
  - d. *determines the scope of individual phases of the project,*
  - e. *supports that scope with change management,*
  - f. *provides issue resolution support.*

## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

It was agreed that these aligned with the view of the group and the roles they listed.

**Action Item ->** *Tami will add a paragraph to the web page regarding steering committee and whom the member represents. Tami will also send out e-mails to partners regarding this so they know who their representatives are.*

The next item discussed was rules of engagement for the steering committee during meetings and regarding action items. Individual items discussed include:

- Steering committee membership size and transition process
- Documentation of steering committee on web page
- Decision making process
- Documentation of decisions
- Commitment to attendance and using an alternate
- Action items (commitment)
- Preparedness

It was decided that the decision making process was the most important item of those on the list. Various options were discussed including defining some level of agreement such as if 70% of the member approve a decision carries or having a goal of 100% consensus and using cards to show levels of support or using the five finger voting method. Another proposed method was consensus barring violent objection. This was discussed at some length. What was agreed to was:

1. Check to see if the group has enough information to make a decision
2. Make sure there is adequate time for discussion of options, etc.
3. Make decision by show of hands in support of proposed option
4. Determine if the outcome is one the group can live with. If not have more discussion and determine if there is a fall back position.
5. Have a final vote.
6. Document the decision. It was agreed that decisions would be documented in the meeting minutes. The minutes will be typed up and send out to participants to make sure they are accurate. Then they will be posted on the web for all to see.

**Action Item ->** Tami will make sure notes are distributed to members soon after the meeting. Members will let Tami know of any changes and then notes will be posted to our website.

The next item discussed was commitment. Commitment was discussed in relationship with:

- attendance,
- having an alternative attend meetings,
- action items

*WA-Trans Steering Committee Meeting Notes  
July 16, 2002*

- preparedness.

The first item discussed was attendance. Tami expressed her view that all members attend every meeting and if they can't attend they have an alternate representative identified to attend the meetings in their place. She also said she had identified monthly meetings for this group. However these meeting should be based on the work plan and the work this group should do. Sometimes there may be less of a need to meet and sometimes more. This lead to a discussion of location and the use of video conferencing. Dale suggested that while video conferencing is not the ideal way to attend meetings of this sort (discussion and decision making as opposed to presentation) that he will need the use of video conferencing if it is to be possible for him to attend all the time. It would also be easier if the meeting weren't always held in Olympia. It might be better if some could be held in locations closer to some participants occasionally. An action item was set up to explore this. Another suggestion was to consider conference calls to follow up on action items. This might be appropriate in some situations. This item was put in the parking lot.

**Action Item** -> Members will look in their own area for meeting facilities (possibly with video conferencing) so we can rotate meeting locations. They will bring information back at the next meeting.

It was difficult to determine level of commitment without looking at the work plan. Making a commitment to attend required knowing how much time it was going to take. Dale suggested not meeting more than every 6 weeks. There was also some discussion about revisiting decisions made because a member was absent. It was agreed that absence wasn't a good reason to revisit a decision. However sometimes a decision may be revisited due to other circumstances. It was decided to table the discussion of attendance until after the discussion on the work plan.

The idea of identifying an alternate was discussed. It was agreed that an alternate was a possibility and that the members much commit to making sure the alternate is prepared for the meeting. This includes understanding their role, action items and preparation required. The use of our website will be helpful for bringing alternates up to speed. An action item was developed regarding this.

**Action Item** -> Tami will build a steering committee section of the website with the membership and representations defined, "rules of engagement", roles and responsibilities, and meeting notes in one area.

Commitment to action items was discussed. It was agreed that Tami would send action items out with the notes and that members would have until the next meeting to complete them. If the participant couldn't finish them they would let Tami know at least one week



## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

prior to the next meeting that they would not be able to complete the action item so alternate plans could be made.

Commitment to preparedness was discussed. Tami agreed to send out agendas and other documents at least a week prior to the meeting so the members could be prepared. The attendees agreed to read the materials and come to the meetings prepared to discuss and make decisions.

Steering committee membership size and transition plan was discussed. It was agreed that the existing size and membership for the steering committee was fine. However Tami did ask for help in identifying possible member to take the two remaining East/West local representation places. Dave indicated that it was important the membership be obtained by first asking for participation from a group requiring representation, then using the responses to gauge interest. If multiple agencies volunteer, the Steering Committee should choose the agency which would best represent the group, and ask the agency to select their representative. Where possible this will be the method used to solicit new involvement. It was understood that there may be changes in participation over time and that there may be expertise we are missing to do our jobs and make the best decisions possible. There are two solutions for those instances. One is to bring people in for a short time as needed to take advantage of their unique expertise for solving a particular problem or making a particular decision. The second option is to transition a member out and bring a new member in. It was agreed that it would be best if there were a transition period, but until we know the circumstances, planning specifically how we would do that transition is difficult.

**Action Item** -> Members provide Tami with suggestions to fill last two positions.

**Action Item** -> Tami contact Cathy Udenberg of Walla Walla County regarding participating in the steering committee. 509-526-3287.

The discussion turned to business needs assessment. Dan Dickson's paper was distributed. Because of the lack of time to send it out in advance there was not much detailed discussion. It will be posted at our website. Tami explained the basis for the paper was a difference of opinion she and Dan had about whether a business needs assessment had already been done. Tami expected that Dan would be providing a paper about the work already accomplished and business needs already collected. The paper was about the work already accomplished and had little about business needs in it. However, Dan does make a case for not doing further analysis (ex. business needs assessment) and moving forward with a pilot.

## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

The group discussed whether any more business needs should be gathered. Dale felt that OGIC (Oregon Geographic Information Council) had done business requirements and these should be considered. He is hesitant to begin because it takes a lot of effort. Dave indicated that in his memory of the previous charter they did feel there was a plan to do a pilot next and this seems like a step back to him. Ian felt that you couldn't get funding without business drivers documented. He said it shows the efficiencies in the investment. Homeland security is a big driver. Tami stated the same and also stated that business needs can be used for finding new funding and making project decisions. Eric felt that the business needs document that Tami had begun was a good start and that each individual could take it back with them and determine what was missing based on their own constituency. He proposed that everyone send Tami updates and the document be updated for discussion prior to the next meeting. We can get it done soon that way. The group agreed and an action item was documented.

**Action Item** -> Dale will get OGIC requirements and make sure they are covered in the document.

It was also decided that the group should rank the priority of each business needs identified in the final document prior to the next meeting. The ranking will be done based upon the value (or usefulness) of the business need to the represented constituency. A discussion of ranking criteria was discussed. The following ranking criteria were decided upon.

- 1 - No business value
- 2 - Limited business value
- 3 - Nice to have
- 4 - Very important but not critical
- 5 - A must have (show stopper for participation)

**Action Item** -> Each member will take the document and evaluate it for completeness and whether it represents the business needs of the constituency they represent. They will use the format in the document provided to document missing needs or other items. These will be sent to Tami by August 12 (Monday). Tami will compile them into one document and return to the group by August 19 (Monday) a week prior to the next meeting (August 26). Each member will then rank them based upon the ranking criteria provided prior to attending the meeting on August 26.

The next item discussed was whether all groups that need to be included in the business needs assessment are included by the process. Ian indicated that there is a need to spread the focus beyond those who operate the transportation infrastructure to those who use it and maybe those who use it in unexpected ways. Ian felt very strongly that the

## *WA-Trans Steering Committee Meeting Notes*

*July 16, 2002*

Department of Health should be contacted because they have made a big investment in geocoding based on roadways and we might get some valuable information from them. Dale indicated that the goal of the IRI CC was to produce integrated coordinated centerline work because it is very useful to a lot of groups beyond the agency generally producing it. There was some discussion of how far we should go with the business needs assessment. We could spend some time on groups that have needs that really are beyond the scope of WA-Trans. Tami proposed that she could contact those groups and gather their needs but her time is limited. She proposed developing a prioritized list of those who aren't included in the existing process and then she would start at the top priority and go down until she ran out of time. That was agreed to.

The list developed was:

- Tribes and Bureau of Indian Affairs (NOT the same but handled together) (priority 3 tied)
- Federal Military (priority 3 tied)
- Municipalities (priority 1)
- Health Department (priority 2)
- Academia
- Ecology
- Federal Highways (priority 3 tied)
- FEMA

It was agreed that members would provide Tami with contact information for those groups. Action items were documented.

**Action Item** -> Tami will start with municipalities and then health and begin setting up meetings with representatives from these groups and will work on it until the group deems the business needs done. Where possible the group can make these contacts.

**Action Item** -> Nancy and Dale will get contact information to Tami regarding tribes and BIA.

**Action Item** -> Ian will send Tami contact information for the Health Department.

**Action Item** - > Eric will give Tami contact information from the Association of Washington Cities and other contacts that may be useful.

**Action Item** - > Nancy will give Tami contact information about Donna Wendt from the City of Tacoma.

**Action Item** - >Roland will either provide contact information or will contact himself the cities of Bellingham and Bellevue.

**Action Item** - > Members will give Tami appropriate contact information to complete contact with groups not represented where possible.

**Action Item** - > Dale will contact the Forest Service, BLM and Parks Service.

*WA-Trans Steering Committee Meeting Notes*  
*July 16, 2002*

The next topic discussed was the work plan. Tami provided an overview of the process she used to develop the plan, particularly Phase III. Phase III was based upon the pilot project Oregon did in Wasco County. Very detailed labor documentation was kept for that project. Tami used that information along with Washington counties population data to develop some thresholds and set up some multipliers based on population to come up with the hours for Phase III. She also used tasks from that pilot. It needs to be understood that this phase will change once Washington has done pilots. Phase II is pilots. Each pilot is based on the Dueker/Bender white paper proposal. However they are not scheduled because at this time we don't have the resources to do them. Also the Forest Plan Monitoring Pilot was included but isn't scheduled.

Phase I is the section the Tami wanted the groups input on. Tami walked the group through that phase. There was some discussion on requirements that will follow business needs. Tami mentioned what she called "test cases" is really criteria to evaluate if WA-Trans does what it is supposed to and should be based on business needs. But since business needs include things we won't build into WA-Trans we will base the criteria on the requirements. Nancy agreed to provide the information from the early ORBITS effort (Oregon).

**Action Item** -> Nancy will look at the old ORBITS work and see if they are incorporated in the document.

There was also discussion about cost benefit. Tami discussed some of the research she has seen and that it is polygon based and doesn't work for vector based system such as transportation. More research should be done on ways to determine B/C. Many partners and potential partners are very interested in this. It will be difficult because WA-Trans is only part of the solution. Applications have to be built on it to actually meet the business needs. Nancy pointed out that much of the value to the USGS (using National Map as an example) is intangible. The partnership formed is one of those. There was some discussion of looking at what other states are doing. Also it would be good to determine what it is that will really "sell" to get participation and use.

Tami asked if there was something missing in the tasks that needed to be added to Phase I. Dale identified the need for an "umbrella" data stewardship agreement that covered roles and responsibilities. This would be a multi-task item between "determining the goals of agreements" and "writing sample agreements". Tami will add it to the plan. There is also a set of project management tasks that don't seem to be scheduled properly.

**Action Item** -> Tami will add the Data Stewardship Agreement tasks to the plan and change the dates on the project management tasks.

*WA-Trans Steering Committee Meeting Notes  
July 16, 2002*

The group discussed when next to meet. It was decided that the meeting would be on August 26 in the same place and same time. Tami will set it up.

**Action Item** -> Tami will schedule a meeting for August 26 from 9 a.m. – 2 p.m.

***A review of the meeting was done.***

The positive items are listed in the + column and the items that should be changed are listed in the Δ column.

+	Δ
Valuable discussion	Afraid we wouldn't get it all done
Meeting moved well	Location for meeting should be rotated
Good time was kept	
The detailed agenda with time provided was helpful	
Good organization	

The parking lot included one item that hadn't been discussed. That was the use of telephone calls for action items. Also not completed was a schedule for future meetings. Both items will be put on the parking lot.

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
Add a paragraph to the web page regarding steering committee and whom the member represents. Tami will also send out e-mails to partners regarding this so they know who their representatives are.	Tami	August 1	Completed	
Make sure notes are distributed to members soon after the meeting. Members will let Tami know of any changes and then notes will be posted to our website.	Tami	Posted W/in 2 weeks of a meeting	Completed	
Look in their own area for meeting facilities (possibly with video conferencing) so we can rotate meeting locations. They will bring information back at the next meeting.	SC Members	August 26	J.H., L.S.,	
Build a steering committee section of the website with the membership and representations defined, "rules of engagement", roles and responsibilities, and meeting notes in one area.	Tami	August 1	Completed	
Contact Cathy Udenberg of Walla Walla County regarding participating in the steering committee.	Tami	ASAP	See next.	
Provide Tami with suggestions to fill last two positions.	SC Members	ASAP	Filled West side. Asked Mike V. of Yakima County for East.	
Get OGIC requirements and make sure they are covered in the document.	Dale	Aug. 12	Assigned	
Take the document and evaluate it for completeness and whether it represents the business needs of the constituency they represent. They will use the format in the document provided to document missing needs or other items.	SC Members	August 12 (Monday)	R.B., L.S., D.C., T.A., D.R.,	
Compile business needs into one document and return to the SC. August 19 (Monday)	Tami	August 19 (Monday)	Completed with needs received	
Rank business needs based upon the ranking criteria -	SC	August	Waiting	

Date: 8/26/2005

## Action Items and Parking Lot

WA-Trans Steering Committee Action Items List				
What	Who	When	Status	
1 - No business value 2 - Limited business value 3 - Nice to have 4 - Very important but not critical 5 - A must have (show stopper for participation)	Members	26 (Monday)	Input, L.S.	
Starting with municipalities then health, then military, FHWA, Tribes, and BIA begin setting up meetings with representatives from these groups and will work on it until the group deems the business needs done. Where possible the group can make these contacts.	Tami / SC Members	ASAP	Spoke with City of Tacoma, City of Seattle	
Get contact information to Tami regarding tribes and BIA.	Nancy and Dale	ASAP	Assigned, L.S. provided 1 contact	
Send Tami contact information for the Health Department.	Ian	ASAP	Done	
Give Tami contact information from the Association of Washington Cities and other contacts that may be useful.	Eric	ASAP	Assigned	
Give Tami contact information about Donna Wendt from the City of Tacoma.	Nancy	ASAP	Done	
Either provide contact information or will contact himself the cities of Bellingham and Bellevue.	Roland	ASAP	Done	
Give Tami appropriate contact information to complete contact with groups not represented where possible.	SC Members	ASAP	R.B., L.S., I.V., N.T.	
Contact the Forest Service, BLM and Parks Service.	Dale	ASAP	Assigned	
Look at the old ORBITS work and see if they are incorporated in the document.	Nancy	August 12	Assigned	
Add the Data Stewardship Agreement tasks to the plan and change the dates on the project management tasks.	Tami	August 19	Done	
Schedule a meeting for August 26 from 9 a.m. - 2 p.m.	Tami	ASAP	Done	

Date: 8/26/2005

## Action Items and Parking Lot

---

### *Parking Lot Items*

---

Use of conference calls to check on action items in place of a meeting  
Schedule for future meetings.

---